

**PART 4A –PAYMENT-RELATED ACTIVITIES WITHIN THE AUTHORITY GRANTED TO
THE U.S. CHIEF DISBURSING OFFICER (CDO)**

Table of Contents

Chapter	Section	Title
1000		INTRODUCTION
	1010	Scope and Applicability
	1015	Authority
	1020	Contacts Page
	1025	Electronic Forms
	1030	Distribution
		Contacts
2000		OVERALL DISBURSING RULES FOR ALL FEDERAL AGENCIES
	2010	Scope and Applicability
	2015	Authority
	2020	Anti-Deficiency Act
	2025	Compliance With Executive Order 13224, Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism
	2030	Debt Collection Improvement Act of 1996 (DCIA)
	2035	Electronic Funds Transfer (EFT) Disbursements – General Guidelines
	2040	Responsibility for Payments
	2045	Basic Disbursement Requirements
	2050	Electronic Invoicing, Invoice Processing Platform (IPP)
	2055	Contract References
	2060	Prompt Payments To Earn Discounts
	2065	Assignment of Basic Voucher Numbers
	2070	Preaudit of Vouchers
	2075	Federal Offset Program
	2080	Payments to Prepaid Cards
	2085	Central Accounting Reporting System (CARS) TAS/BETC
		Contacts
3000		REQUIREMENTS FOR SCHEDULING PAYMENTS DISBURSED BY THE FINANCIAL MANAGEMENT SERVICE (FMS)
	3010	Scope and Applicability
	3015	Authority
	3020	Definition of Terms
	3025	Head of Agency Delegation
	3030	Delegation of Designation Authority
	3035	Non-Head of Agency
	3040	Designation of CO
	3045	Designation of SPS DEO
	3050	Designation of Designated Agent To Receive and Deliver Checks
	3055	Designation by Position Title
	3060	General From Instructions for Delegations and Designations

Chapter	Section	Title
	3065	Rejections
	3070	Expiration and Revocation
	3075	Renewals of Delegations and Designations
	3080	Reorganizations
	3085	Certification of Payments to Treasury
	3090	Governmentwide Accounting
	3095	Instructions to FPAs for Emergency Certification of Payments When the SPS Is Unavailable
	30100	Submission of Bulk Files
	30105	FMS Payments Processed Through Offset
	30110	FPAs Requesting a Payment To Be Held, Canceled, or Intercepted
	30115	Payment Types
	30120	Reserved for new technologies.
	30125	Foreign Currency Payments
	30130	Designated Depositories
	30135	Foreign Exchange Transactions for Official Purposes
	30140	Cashing Checks and Other Instruments in Foreign Countries for Accommodation Purposes
	30145	Acquisition of Foreign Exchange
	30150	Rate of Exchange for Expenditures and Accommodation Exchanges
	30155	Collections and Interest on Deposits
	30160	Disbursements
	30165	Gains and Deficiencies
	30170	Authority To Disburse Imprest Funds
	30175	Enclosures or Inserts With Treasury Checks
		Contacts
		Appendices
	1.	FMS 2958: Delegation of Authority Instructions for FMS 2958
	2.	FMS 210CO: Designation for Certifying Officer Instructions for FMS 210CO
	3.	FMS 210DEO: Designation of SPS Data Entry Operator Instructions for FMS 210DEO
	4.	FMS 210DA: Designation for Agent To Receive and Deliver Checks Instructions for FMS 210DA
	5.	SF 1195: Recommendation for Designation and Revocation of Agent To Receive and Deliver Checks and Savings Bonds Instructions for SF 1195
4000		REQUIREMENTS FOR NON-TREASURY DISBURSING OFFICERS (NTDOs)
	4010	Scope and Applicability
	4015	Authority
	4020	Rules for Non-Treasury Disbursing Officer Report for Daily Disbursement Forecasting
	4025	Submission of Vouchers to DOs Other Than Treasury DOs
	4030	Governmentwide Accounting
	4035	Payment Information Repository (PIR)
	4040	Delegated Disbursing Authority
		Contacts